United Nations Development Programme

<u>**BIDDER'S CONFERENCE – MINUTES OF MEETING**</u>

Reference:

ITB/UNDP/BRG/012/2017
Provision of ICT Equipment for the Center of Excellence of Directorate General Law Enforcement – Peatland Restoration Agency

<u>Time & Venue:</u>
Monday, 2nd October 2017; 14.00 – 15.00 Jakarta Time *[GMT + 7 hours]*
Venue: 7th floor, Menara Thamrin Kav. 3, Jakarta 10250

<u>ITB - Closing Date and Time:</u>
Tuesday, 10th October 2017; 17.00 Jakarta time *[GMT + 7 hours]*

TO ALL INTERESTED BIDDERS

Here below are Minutes of Meeting regarding the above assignment:

Part	Introduction and Guidance
I	Bid conference was opened with following agenda: 1. Explanation on ITB document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Term of Reference (TOR). 3. Explanation on the Submission Forms 4. Q & A Bidders were encouraged to carefully read the ITB document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document

Part	No		Question and Answer
II	1	Q	How many participants will follow the training?
		A	As stated in the tender document, the total is 10 participants.
	2	Q	For the payment terms, will it be processed after the delivery or after the training?
		A	Payment will be processed as per UNDP procedures, refer to the submitted invoice after the delivery of the item and after the training. Since the training will be conducted before the maximum date of delivery, so the payment will be processed after both of it.
	3	Q	What are the documents needed to support the payment administration?
		A	The bidders should send the Purchase Order that has been given from UNDP, the invoice, the Delivery Order (Surat Jalan and/or tanda terima) that has been signed by the user
	4	Q	Beside the document form section 4 - 8, is there any document to be submitted in the proposal also?
		A	As stated in the tender document Page 22, line 26. The bidders should send Company Profile, Certificate of Registration of the business, Certificate or authorization to act as Agent and Written Self Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
III			**Amendment to the ITB**

Point no B.1.1 of Specification (in Tabel Requirement) of Section 3: Schedule of Requirement and Technical Specifications and **Section 7: Price Schedule Form**

Original:

B	ArcGIS SERVER ENTERPRISE
B.1.1	ArcGIS Server Enterprise Advance: up to 8 cores, including Portal for ArcGIS with 10 name users, Jumpstart, Operational Dashboard, Collector for ArcGIS, Survey 123, workforce for ArcGIS, Insight for ArcGIS for 1 (one) user, and web app builder

Amended to:

B	ArcGIS SERVER ENTERPRISE
B.1.1	ArcGIS Server Enterprise Standard: up to 8 cores, including Portal for ArcGIS with 10 name users, Jumpstart, Operational Dashboard, Collector for ArcGIS, Survey 123, workforce for ArcGIS, Insight for ArcGIS for 1 (one) user, and web app builder

Jakarta, 3 October 2017